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**Aging Coordinating Consortium  
Planning Task Force  
Planning Framework for a Livable and Senior-Friendly Community**

**NAME:** Aging Coordinating Consortium (ACC) Planning Task Force

**VISION:** Buncombe County will be a Livable and Senior-Friendly Community.

*A livable and senior-friendly community offers a wide range of social and economic opportunities and supports for all citizens, including seniors; values seniors' contributions to the community; promotes positive intergenerational relations; considers the needs and interests of seniors in physical and community planning; respects and supports seniors' desire and efforts to live independently; and, acknowledges the primary role that families, friends, and neighbors play in the lives of older adults.*

**OBJECTIVE**

The purpose of the Planning Task Force is to provide leadership in a collaborative planning process that promotes a livable and senior-friendly community for Buncombe County.

**OUTCOME**

A county-wide plan that addresses the needs of adults ages 60 and older for the four year time period July 2008 through June 2012.

**GUIDING PRINCIPLES**

1. Utilize the Livable and Senior-Friendly Community assessment tools as a basic framework for planning for the following components:
  - ☐ Housing, Transportation, and the Environment
  - ☐ Health and Wellness
  - ☐ Financial Wellbeing
  - ☐ Safety and Security
  - ☐ Social Engagement
  - ☐ Service and Support Coordination
2. Ensure that participation in the planning process reflects the diversity in our community, including public and private participation, either on Work Teams or as part of community focus groups.
3. Create broad community support by seeking innovative collaboration from key stakeholders and partners.
4. Create an efficient and effective planning process; include evaluation throughout the plan's lifecycle to ensure a sustainable planning infrastructure and model.
5. Recommend outcome based changes or evidence based results.

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### PLANNING TASK FORCE

- ❑ Under the leadership of the Aging Coordinating Consortium (ACC), the Planning Task Force will include a broad representation of the community.
- ❑ The existing ACC planning committee will form the initial core leadership team for organizational purposes.
- ❑ The Planning Task Force will ensure significant participation from older adults/consumers (50% plus) in the planning process.
- ❑ The Task Force will consist of a Chair, a Steering Team, the Work Team Chairpersons, and At-large Community Members.
- ❑ The Buncombe County Commissioners will appoint members to the Task Force.

### PLANNING RESPONSIBILITIES

- ❑ The Task Force will:
  - Coordinate the development of the plan;
  - Ensure that participation in the planning process is diverse;
  - Determine overall responsibilities and specific timelines;
  - Convene focus groups and/or community meetings of a broad range of stakeholders to obtain input for the Work Teams during the planning process;
  - Prepare a draft report that integrates individual Work Team Reports and recommendations;
  - Validate the draft plan through a combination of focus groups, individual and community meetings;
  - Integrate community feedback and finalize a four year plan (2008-2012) that addresses the needs of the broad range of older adults in Buncombe County; and
  - Submit the plan for approval by the Buncombe County Commissioners and the Area Agency on Aging.
- ❑ The Steering Team will:
  - Develop the vision and guiding principles;
  - Provide a tool kit to the Work Teams that includes:
    - Component descriptions with initial scope and focus
    - Community snapshots
    - Assessment tools
    - Background information
    - Format for recommendations
  - Market the plan; and
  - Ensure a sustainable planning process.
- ❑ The Work Teams, organized around the 6 components, will:
  - Analyze and synthesize objective data, identifying gaps

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- “Snapshot” information provided by the Steering Team;
- Additional data as identified and obtained
- Information from organizations and agencies that support older adults
- Gather subjective information
  - Mini-assessment tools
  - Team members’ expertise and contacts
- Identify and incorporate information from community and stakeholder contacts;
- Determine projected needs/gaps of current population age 60 and older; and
- Prepare recommendations specific to their component topic.

## PROPOSED PLANNING PROCESS

### 1. Create Vision and Guiding Principles (March, 2007)

- ❑ Initial Planning Steering Committee develops a planning framework that will include a group name, vision, objective, outcomes, and guiding principles.
- ❑ Formats will include a Planning Framework document, a Brochure, and a Power Point presentation.

### 2. Develop Structure and Process (March-April, 2007)

- ❑ Steering Team selects a Chairperson and develops structure, composition and membership of Planning Task Force.
- ❑ Steering Team develops initial Work Team functions, tasks and responsibilities.
- ❑ Steering Team proposes a planning process with a tentative time frame.
- ❑ Formats include a Planning Framework document, a Planning Process chart, and a tentative template for Work Team Reports.

### 3. Assemble Preliminary Snapshots and Planning Template for Work Team Reports (April-May, 2007)

- ❑ Steering Team develops preliminary “snapshots” of Buncombe County for use by Work Teams.
- ❑ Template for Work Team Reports is based on AdvantAge Initiative.<sup>1</sup>

### 4. Analyze and Synthesize Data by Component Area (August—September, 2007)

- ❑ Work Teams analyze and synthesize information presented in preliminary snapshots, integrate additional data as it is identified and obtained, determine projected needs of current population age 60 and older; evaluate extent to which current needs are met and projected needs are capable of being met, and identify additional resources necessary to meet projected/future needs.
- ❑ Format is template for Work Team Reports.

### 5. Prepare Preliminary Reports and Recommendations by Component Area (October, 2007)

- ❑ Work Teams develop report with recommendations for the Planning Task Force.

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<sup>1</sup> AdvantAge Initiative – <http://www.vnsny.org/advantage/indicators.pdf>

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- ☐ Format is Work Team Report Template with completed Recommendations section.
- 6. Conduct Stakeholder Reality Check (June—September, 2007)
  - ☐ Planning Task Force convenes a broad range of stakeholders to obtain input for Work Teams as they develop report with recommendations
  - ☐ Format includes: focus groups, community meetings, and individual or small group meetings.
- 7. Prepare Draft Plan (November, 2007)
  - ☐ Planning Task Force drafts a report that integrates the Work Team reports and recommendations of Work Teams and Stakeholders
  - ☐ Format: draft Final Plan
- 8. Engage Community Validation Process (December, 2007)
  - ☐ Task Force gathers feedback and validation of the draft report from broad range of stakeholders (to be identified).
  - ☐ Format includes: focus groups, community and individual/small group meetings.
- 9. Develop Final Plan (February, 2008)
  - ☐ Planning Task Force writes an integrated four-year plan (2008-2012) with recommendations for approval by the Buncombe County Commissioners and to be submitted to the Aging Coordinating Consortium for implementation.
  - ☐ Format (to be determined).

#### MARKETING/VISIBILITY

Throughout the planning process, the Task Force will:

- ☐ Keep the community informed of the plan development, the progress towards implementation, and unmet needs;
- ☐ Develop an informational brochure about the planning work;
- ☐ Provide regular and consistent information in newspapers, local television, radio or senior specific newspapers, newsletters; and
- ☐ Incorporate information about the activities of the Planning Task Force on committee member websites.

#### IMPLEMENTATION/SUSTAINABILITY

The Aging Coordinating Consortium will:

- ☐ Guide implementation of the plan in conjunction with members of the Planning Task Force, service providers, consumers, Buncombe County government, and Area Agency on Aging;
- ☐ Evaluate the plan on an ongoing basis to determine successes, keep track of lessons learned, and revise the plan as appropriate; and
- ☐ Establish a planning infrastructure and model that will guide the community in the ongoing development of a livable and senior-friendly community for Buncombe County.

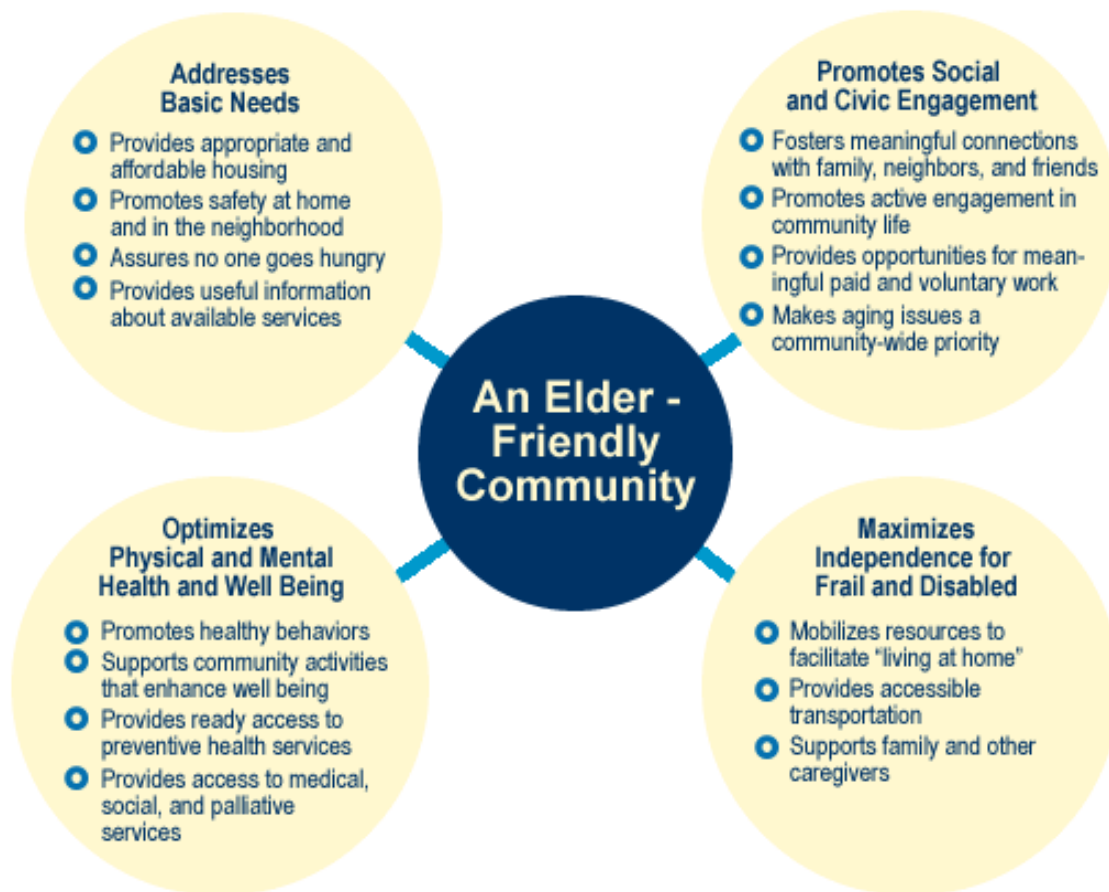


Figure1. Essential Elements of an Elder-Friendly Community from AdvantAge Initiative

#### Tasks for Work Team

1. Operationalize “essential elements” according to each component area.
2. Determine current needs for people age 60 and older for each essential element.
3. Identify current resources available in Buncombe County to meet current needs.
4. Determine future projected needs for people age 60 and older for each essential element.
5. Evaluate resources in terms of: existence, adequacy, accessibility, efficiency/duplication, equity, and effectiveness/quality
6. Based on resource evaluation and projected demographics, identify projected needs for people age 60 and older for each essential element.
7. Develop recommendations

Outline of Work Teams Report

- I. Component Area
  - A. Definition and scope of component area
  - B. Working definition of “essential elements” within component area
    - i. Basic needs
    - ii. Social and civic engagement
    - iii. Physical and mental health and well-being
    - iv. Independence
- II. Current Picture
  - A. What are the needs for     (component area)     for people age 60 and older that, if met, will:
    - i. address basic needs,
    - ii. promote social and civic engagement,
    - iii. optimize physical and mental health and well-being, and
    - iv. maximize independence.
  - B. What current resources are available in Buncombe County that address the needs for     (component area)     for people age 60 and older?
- III. Resource Evaluation
  - A. For the current needs identified, evaluate current resources in terms of:
    - i. Existence
    - ii. Adequacy
    - iii. Accessibility
    - iv. Efficiency/Duplication
    - v. Equity
    - vi. Effectiveness/Quality
- IV. Projected Needs
  - A. Based on resource evaluation and changing demographics, what are the projected needs for     (component area)     for people age 60 and older that, if met, will:
    - i. address basic needs,
    - ii. promote social and civic engagement,
    - iii. optimize physical and mental health and well-being, and
    - iv. maximize independence.
- V. Recommendations

